

**Blue Collar Description****Materials Coordinator****Grade 9****Class Code 992205****Working Procedure:**

Responsible for determining stock levels and maintaining an adequate supply of materials for maintenance, equipment and construction activities including rest area supplies. Sources, procures, issues and receives items such as signs, requirement/term contract items, purchase order items and daily supply items while ensuring correct quantities and condition of merchandise meets specifications. Ensures sourcing and ordering is consistent with the States purchasing methods, guidelines, regulations and procedures.

Enters information into Equipment Vehicle Maintenance Management System (EVMMS) to maintain accurate inventory data for a variety of Department activities including annual materials inventory and researching and compiling historical data to assess future needs for establishing re-order levels. Provides resource management training on EVMMS to division staff.

Responsible for ordering paint, salt and deicer using the Materials Ordering and Reporting System (MORS) to track & receive the product following the guidelines established by MDT.

Establishes and maintains contact with vendors to obtain information, verify the accuracy of orders, clarify specifications and resolve issues;

Checks vendor invoices for accuracy, determines proper cost coding, inputs data into the management system and submits for payment. Ensures EVMMS system accurately reflects current activity to track usage and maintain accurate inventories, monitor balance for re-orders and to assist other District/Division in locating stock available for transfer. Monitors for obsolete items and surpluses in accordance with policy.

Responsible for maintaining secure storage areas which includes but not limited to cleaning of floors, weed cutting, clean-up of spills, arranges stock within the storage areas in a neat, clean, easily accessible and well-organized manner for a safe and efficient retrieval of stock and the efficiency of the annual inventory process, ensures materials are clearly marked with stock identification numbers and hazardous materials are properly placarded and stored for employee safety.

Ensures compliance with federal right-to know standards by determining and labeling all pertinent materials with current Safety Data Sheets (SDS). Ensures appropriate sections, crews and headquarters have proper SDS sheets to ensure all policies, rules, and regulations are met.

Provides forklift training to division personnel.

Assist with snow removal at the Division office buildings.

A working knowledge of preventative maintenance of equipment for assisting the equipment shops when needed. Performs related work or other duties as assigned.

**Tools and Equipment:** Under 1 Ton vehicles, trailers, loader, skid steers, forklift, handcart, records, forms, personal computer, software applications, calculator, parts manuals.

**Materials:** Most materials required by maintenance, equipment, and construction programs to include but not limited to; cutting edges, tires, fuel, grease, oil, herbicide, guardrail, signs, posts/poles and a variety of other stock.

**Source of Supervision:** Shop Superintendent, or designee

**Physical Demands:** Must be able to perform physical activity in lifting (greater than 50 pounds), carrying, and/or operating the tools, equipment and materials listed above in close proximity to an industrial environment. Must have the ability to work in an office environment as well as work outdoors with exposure to the elements.

**Education, Trade Knowledge and Experience:** Required to perform the duties of this position is one (1) year of experience in merchandise procurement, warehousing or inventory control. Requires working knowledge of supply acquisition, contracts, purchasing policies, procurement methods, merchandising techniques, inventory practices and procedures, computer skills, basic equipment maintenance and basic math skills. Must be able to communicate effectively orally and in writing.

**Necessary Special Requirements:** A valid Montana Driver's License is required. Forklift certification must be obtained within 3 months after hire.

Successful applicant must have a telephone or be reasonably accessible to the assigned area.

The above statement reflects the general details considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.